



**COUNTY OF LOS ANGELES**  
**REGISTRAR-RECORDER/ COUNTY CLERK**  
**OPEN COMPETITIVE JOB OPPORTUNITY**



THIS ANNOUNCEMENT IS A REBULLETIN TO UPDATE SALARY, ELIGIBILITY INFORMATION, AND SUPERSEDES BULLETIN NUMBER 05-07 POSTED ON APRIL 6, 2007 WITH AN ORIGINAL FILING DATE OF APRIL 6, 2007. PERSONS WHO HAVE PREVIOUSLY APPLIED NEED NOT REAPPLY.

**SALARY UPDATED AS OF JANUARY 1, 2009**

**Bulletin No. 11-07**

**Posting Date: June 28, 2007**

**JOB TITLE**

**ELECTION ASSISTANT III, NC TEMP**

**EXAM NUMBER**

E9315B

**FILING DATES**

April 06, 2007 until needs are met

**SALARY**

\$27.19 **HOURLY**

**POSITION  
INFORMATION**

Has immediate responsibility for the receipt, inspection or storage function of voted ballot cards at a tally center, supervises and monitors check-in centers or supervises the resolution of precinct operational problems.

Positions allocable to this supervisory level class have responsibility, through subordinate supervisors, for one of several election processes including: the receipt, inspection, storage and recording of voted ballot cards; the monitoring of check-in center operations; or the resolution of precinct operational problems.

Incumbents in these positions must possess knowledge of departmental policies and procedures and election processes and operations.

**ESSENTIAL JOB  
FUNCTIONS**

- Supervises the work of subordinate supervisors in the receipt, inspection, storage and recording of voted ballot cards at a tally center.
- Assigns Election Assistant II's to resolve precinct operational problems.
- Receives, evaluates and resolves precinct operational problems.
- Directs 30-40 Election Assistant II's supervising the processing of voted ballot cards ensuring proper procedures are applied.
- Supervises the operation of 2-3 check-in centers, resolving problems, ensuring proper procedures are followed and that security measures are maintained.
- Resolves difficult problems referred by Election Assistant II's.

<b>SELECTION REQUIREMENTS</b>	<p><b>Option I:</b> One year staff experience.*</p> <p>-OR-</p> <p><b>Option II:</b> One year prior election experience.</p> <p><b>Physical Class:</b> 2 - Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.</p> <p><b>Licenses:</b> A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.</p> <p><b>Special Requirement Information:</b> *Staff experience is defined as analyzes and makes recommendations for the solution of a variety of problems of organization, budget, systems and procedures, program, facilities planning, general management, and personnel.</p>
<b>SPECIAL INFORMATION</b>	<p><b>Shift:</b> Any Shift Appointees will be required to work any shift, including evenings, weekends, and holidays.</p>
<b>VACANCY INFORMATION</b>	<p>The resulting eligible register for this examination will be used to fill vacancies in the Registrar-Recorder/County Clerk. The eligible register will be used for temporary employment only.</p>
<b>EXAMINATION CONTENT</b>	<p><b>This is a noncompetitive examination.</b> This examination is intended to merely list applicants. Applicants will be placed on an eligible register without indication of relative standing in the examination. The appointing power may appoint any one of the names on the appropriate register except a person without veterans credit may not be appointed if there are three or more names on the list of persons entitled to veterans credit.</p>
<b>ELIGIBILITY INFORMATION</b>	<p>The names of candidates will be placed on the eligible register for a period of twelve (12) months from the date of promulgation.</p> <p><b>RETAKE:</b> Employees who were appointed and released after an election cycle may reapply for this examination three (3) days from the date of release.</p>
<b>APPLICATION INFORMATION</b>	<p style="text-align: center;"><b>* * * * IMPORTANT INFORMATION * * * *</b></p> <p>A standard Los Angeles County employment application must be submitted on business days only Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m. Applications will be accepted until the needs of the Department are met. This examination is subject to closure without prior notice.</p> <p>The acceptance of your application will depend on whether you have clearly shown that you meet the <b>Selection Requirements</b>. For each job held give the name and salary earned. If your application is incomplete, it may be rejected at any stage of the selection process. All information supplied by applicants is subject to verification.</p> <p><b>Submit completed application and any required supplemental (if</b></p>

**DISABILITY  
ACCOMMODATIONS**

**any) in person or by U.S. Mail to the following address:**

Registrar-Recorder/County Clerk  
Human Resources Division  
12400 Imperial Highway, Room Number 2204  
Norwalk, CA 90650  
(562) 462-2285

**Americans with Disabilities Act of 1990:** All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA coordinator at (562) 462-2270.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (562) 462-2270. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (800) 735-2922 or (800) 897-0077. The County will attempt to meet reasonable accommodation requests whenever possible.

**AN EQUAL  
OPPORTUNITY  
EMPLOYER**

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

**CHILD SUPPORT  
COMPLIANCE**

**Los Angeles County Child Support Compliance Program:** In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**VETERAN'S  
CREDIT**

**VETERANS' PREFERENCE CREDIT** of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:

- During a declared war; or
- During the period April 28, 1952 through July 1, 1955; or
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans' preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.

**EMPLOYMENT  
ELIGIBILITY  
INFORMATION**

**Employment Eligibility Information:** Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that **all** persons hired after November 6, 1986, are required to present original documents to the County, **within three (3) business days** of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**RECORD OF  
CONVICTIONS**

A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). **ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.**

**SOCIAL SECURITY  
ACT OF 2004**

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.